



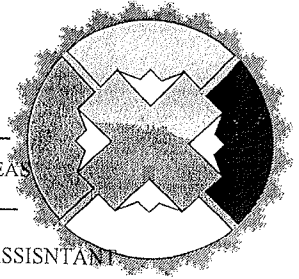
Chilchinbeto chapter

"Home of the World's Largest Navajo Rug"

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CHILCHINBETO CHAPTER STUDENT FINANCIAL ASSISTANCE PROGRAM POLICY AND PROCEDURES

1. ESTABLISHMENT:

The Chilchinbeto Chapter is hereby establishing a Student Financial Assistance Program Policies and Procedures for the utilization of funds appropriated to the Chapter and to administer the funds.

The Chilchinbeto Chapter will provide maximum allowable scholarship assistance so long that the Navajo Nation Council within each Fiscal Year appropriates funds. The chapter has the authority and responsibility of providing assistance to eligible students. Additionally, the chapter is responsible for making the proper eligibility determination for assistance.

2. PURPOSE:

The purpose of the Chapter Student Financial Assistance Program Policies and Procedures is to render guidance to Chilchinbeto Chapter in administering Scholarship Funds. The Navajo Nation Council appropriates these funds to provide financial assistance for college bound students.

3. DEFINITIONS:

- A. "Chapter Administration" means the employee of the chapter, which includes, but is not limited to, the Chapter Manager and Office Specialist.
- B. "Chapter Manager" means a chapter employee who performs the duties prescribed in 26 N.N.C. Section 1004(c), and 2003 (b), and includes those employees referred to Community Services Coordinators.
- C. "Local Governance Act" means 26 N.N.C., Section 1-2005
- D. "College bound students" means students who are pursuing Associate degree, Bachelor degree, Master degree, or Doctoral degree; including Vocational certificate or GED.
- E. The applicant admitted to an accredited college is classified as a full-time student in a degree program with 12 credit hours or more; a part-time student means a student in a degree program with 3-11 credit hours or less than 12 credit hours.
- F. A Graduate student is a full-time student with 9 or more credit hours in a Master's curriculum, and as a part-time student between 3 and 8 credit hours.
- G. Vocational Technical means student enroll in an institution of higher learning which offers¹certificates for course work completed.

¹ Revised CCH-11-22-223A

- H. Diploma students enrolled in an academic institution which tenders GED or High School Diploma.
- I. “Enrichment” means funding opportunity for students K-12 for enhanced learning. This is not for sports or non-academic events.

4. REQUIRED DOCUMENTS FOR ELGIBILITY:

All applicants must be officially and fully admitted to a post-secondary institution accredited by one of the regional accrediting associations recognized by the Navajo Nation.

- A. Application – Chapter Student Financial Assistance Program. A completed application with the student’s signature.
- B. Certificate of Indian Blood — original and officially sealed to verify legal enrollment with the Navajo Nation.
- C. Voter Registration — a photocopy of the Navajo voter registration, or if not registered, provide a copy of the parent’s voter registration and be required to fill out voter registration form for future scholarship funding requests.
- D. Transcripts — Transcript must be sealed college or high school grade transcripts. Opened or non-sealed transcripts will not be accepted. Applicant must have at least a 3.0 cumulative GPA
- E. Letter of Admission/Verification of Enrollment – undergraduate and graduate students must be officially and fully admitted to a post-secondary institution, which is accredited, by one of the six regional accreditation agencies as recognized by the Navajo Nation. The graduate applicant shall submit a regular letter of acceptance from the graduate university.
- F. Release of Information — Application must be sign by student to allow Chilchinbeto Chapter to verify applicant’s enrollment, number of credit hours, and GPA.

5. REQUIRED DOCUMENTS FROM THE CHAPTER:

The chapter will present a resolution for the student that submits all necessary documents at the Monthly Chapter Meeting. The chapter will award the scholarship only if the resolution passes by a majority vote. The resolution will state the students’ names, and the fund amount granted to the student.

6. EXPENDITURE REQUIREMENTS AND REPORTING:

The chapter will present a resolution for the student that submits all necessary documents at the Monthly Chapter Meeting. The chapter will award the scholarship only if the resolution passes by a majority vote. The resolution will state the students’ names, and the fund amount granted to the student.

- A. All expenditures shall be duly approved by the chapter membership and set out in the budget.
- B. The chapter administration shall draw-down the MIP for all Student Financial Assistance expenditures.
- C. At the end of the month, the chapter administration shall prepare an expenditure report, which includes the beginning balance, check date, students' names, check numbers, check amount, institution, and identifying what type of funding was awarded, and includes the monthly ending balance.

D. Schedule of Award

	Amount	Term/year
FT Student that are vying for a Master's or Doctoral degree	\$1,000.00	Per year
PT Students that are considered Master's or Doctoral degrees	\$750.00	Per year
FT Students that are considered Juniors and Seniors	\$750.00	Per year
PT Students that are considered Juniors and Seniors	\$500.00	Per year
FT Students that are Freshman and Sophomore	\$500.00	Per year
PT Students that are Freshman and Sophomore	\$250.00	Per year
Students that are enroll in Vocational and Technical programs	\$300.00	4- Grade term
Online students that are working on a Master or Doctoral Degree	\$100.00	4 class/year
GED student is eligible for a one-time award	\$250.00	1 time only
Enrichment Awards will be contingent upon availability of funds one time for students of the Chilchinbeto community	\$250.00 -5 \$150.00-10	Availability of funds
Extracurricular Activity.	\$350.00	Availability of funds

7. Other Eligibility Requirement:

1. 8 hours of voluntary community service to the Chapter is required.
2. At least 6 months as a registered voter. (Under 18, parents have to be a registered voter of the Chilchinbeto Chapter).
3. Any student taking less than 3 credit hours is not eligible!
4. All applicants must either be present or represented at the Chapter meeting either in person or by family members. If no representation is available, a written letter to the chapter will suffice.

8. Filing Deadline:

Fall Semester Deadline: Last day of September
 Spring Semester Deadline: Last day of February
 Summer Semester Deadline: June 1

- If a deadline date falls on a weekend or a holiday, it is due the Friday or the day before.

Due to confidentiality, information regarding the Chilchinbeto Chapter scholarship will be given to the applicant only.